



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1553.3
BUMED-53
14 May 97

BUMED INSTRUCTION 1553.3

From: Chief, Bureau of Medicine and Surgery

Subj: CURRICULUM CHANGE PROCEDURE

Ref: (a) Catalogue of Navy Training Courses (CANTRAC)
(b) BUMED Curriculum Development Guide, Technical Training

Encl: (1) Glossary
(2) Sample Curriculum Change Request

1. Purpose. To establish policy for the curriculum change process for technical curricula and courses under the cognizance of the Bureau of Medicine and Surgery (BUMED).

2. Cancellation. HSETCINST 1553.3C.

3. Scope. Applies to all Medical Department courses listed in reference (a) as class A, C, F, G, or T programs.

4. Definitions. See enclosure (1).

5. Requirements

a. Any change to a training program requiring modification of the curriculum outline, student evaluation plan, or validated training requirements inventory must be approved by the training program manager designated in reference (a). Internal modifications do not require approval by the training program manager.

b. Approval is required before initiating any curriculum change project that may impact on the resources required to maintain student load, or that change the scope of the training program as a whole.

(1) The training program manager is the point of contact for advice on the need for a project proposal. Submit project proposals by letter or following chapter 1 of reference (b). Depending on the scope of the project, the training program manager may request a project plan or a plan of action and milestones (see reference (b) for details).

(2) The training program manager may waive the requirement for a project proposal for change projects agreed upon during a curriculum conference. Include details of the change project in the conference report.

14 May 97

c. Curriculum changes may be implemented on a pilot basis before submission of a change request if all the criteria listed below are met. If the change is subsequently disapproved, the curriculum must revert to the previous materials with the next class convening after the disapproval. Criteria are:

(1) The change does not impact on the resources required to maintain student load.

(2) The change does not modify the scope of the program.

(3) Review of the proposed change within the training site is completed before implementation.

(4) The change request is forwarded to the training program manager no more than 5 working days from the start of implementation.

(5) For programs conducted at multiple training sites, all sites agree to the proposed change. Include documentation of this agreement with the change request.

d. Assign a sequential change number to each change or set of interdependent curriculum changes generated for a training program during the fiscal year (e.g., 97-003 for the third change request in fiscal year 1997).

e. Submit curriculum change requests to the training program manager by letter or in the curriculum change format in chapter 6 of reference (b) and enclosure (2). For multiple-site programs, route the change request to all associated training sites. Change requests must be checked for technical accuracy and educational soundness before submitting them to the training program manager.

f. Document changes agreed upon at a curriculum conference in the conference report (assign change numbers in the report).

(1) If changes to the curriculum documents are completed during the conference, the training program manager initiates the approval documents after the conference. No change request is required. Keep a copy of the report with the curriculum outline.

(2) If changes to the curriculum documents are not completed before the end of the conference, the training site initially proposing the change submits the change request, referencing the agreement during the conference.

g. Revised pages of the curriculum outline, validated training requirements inventory, and student evaluation plan must be marked "Rev'd; <change number>, <approval date>" in the top outer corner of each page.

14 May 97

h. Keep a set of copies of the curriculum change requests with the curriculum outline, including the original request, reviews by associated training sites, and the approval or disapproval document for each request.

6. Action. Echelon 3 activities and components conducting technical training courses under BUMED cognizance and listed in reference (a) as class A, C, F, G, or T programs shall implement the guidance and administrative procedures described in this instruction and reference (b).



W. H. SNELL
Assistant Chief for
Education, Training,
and Personnel

Distribution:

SNDL, FH12 (NSDAT SDIEGO)
FH13 (NAVHOSPCORPSCOL)
FH18 (NAVOPMEDINST)
FH21 (NAVOPHTHALSUPTRACT)
FH26 (NAVENVIRHLTHCEN)
FH28 (NSHS)

Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

GLOSSARY

1. Change Number. The sequential identification number assigned to each set of interdependent changes (e.g., the changes required to shift hours among units and lessons) and each independent change (e.g., adding an enabling objective to a lesson) requested during a fiscal year by a training program. The first change to a course during FY 1997 would be change number 97-001. Training programs may preface the change number with a course identification.

2. Course Types (definitions taken from Navy Integrated Training Resources and Administration System (NITRAS))

a. Class "A". Provides the basic knowledge and skills required to prepare for rating entry level performance. Includes initial skill training (i.e., apprenticeship training, "A" schools), rating conversion training (i.e., master at arms), initial skill remedial training and entry level officer training. A Navy enlisted classification (NEC), military occupation specialty (MOS), Air Force specialty code (AFSC), or officer billet specialty training (BST) will not normally be awarded.

b. Class "C". Provides advanced specialized skills, knowledge, aptitudes, and qualifications required to fill a particular billet (one which requires a specific skill code is NEC, MOS, AFSC, or officer BST coded). Course completion awards an NEC or officer BST. May also award an MOS or AFSC.

c. Class "F". Provides individual functional skill or rating-specific refresher training as required by fleet or type commander. No NEC awarded.

d. Class "G". Provides prerequisite knowledge, skills, and techniques in a segment course of an NEC-awarding pipeline. Is not a rating-wide requirement. Does not, by itself, award an NEC or officer BST.

e. Class "T". Provides team functional skill or rating-specific team refresher training as required by fleet or type commander. No NEC awarded.

2. Curriculum Change. Any modification of an education and training program that is reflected in revisions to the curriculum outline, student evaluation plan, or validated training requirements inventory for the program. Revisions to individual learning objectives and adjustment of hours assigned to various lesson topics are examples of curriculum changes.

3. Internal Modifications. Any modification to an education and training program that impacts solely on elements of the program

BUMEDINST 1553.3
14 May 97

that are not stated in the curriculum outline, student evaluation plan, or validated training requirements inventory. Revisions to lesson topic guides, student handouts, or evaluation instruments are examples of internal modifications.

4. Project Plan. A planning document used for a revision project that would significantly change the scope of a training program (or a significant segment of the program) or that would impact on the resources needed to conduct training. A project plan may be requested by the training program manager following approval of a project proposal (see below).

5. Project Proposal. A planning document used by a training activity to request authorization to initiate a project to revise a training program. Project proposals are normally required for curriculum changes that may result in changes to the resources needed to conduct training or that modify the scope of the training program.

6. Validated Training Requirements Inventory (TRI). The approved list of cognitive, affective, skill, and task elements that must be addressed in training.

SAMPLE CURRICULUM CHANGE REQUEST SINGLE-SITE PROGRAM

From: Commanding Officer, Naval School of Health Sciences,
Bethesda

To: Chief, Bureau of Medicine and Surgery (MED-54), 2300 E
Street, NW, Washington, DC 20372-5100

1. Course or Program: Research Technician Training.
2. Change Number: 97-001.
3.

<u>Unit Numbers</u>	<u>Lesson Topic Numbers</u>	<u>Objective Numbers</u>
1.0	1.2	1.2.1 - 1.2.3

4. Proposed change (including description, justification, and references supporting the change).

5. Change the standard for enabling objectives 1.2.1 through 1.2.3 to "without error" vice 2 errors per page.

6. Recent followup survey on graduates indicated need for higher standard because documents in the field must be error-free (see BUMEDINST 1553.3). The standard of 2 errors per page leads students to believe that errors are acceptable when they report for duty.

Proposed by:

DSN: 888-8888
Date: 12 May 1997

HMCM R. L. CROSS, USN
Head, Research Technician Training

Educational review by:

DSN: 888-8888
Date: 13 May 1997

J. BROWN
Instructional Systems Specialist

Endorsed by:

DSN: 888-8887
Date: 13 May 1997

D. B. JONES, LCDR, MSC, USN
By direction

BUMEDINST 1553.3
14 May 97

SAMPLE CURRICULUM CHANGE REQUEST
MULTIPLE-SITE PROGRAM

From: Commanding Officer, Naval School of Health Sciences,
Bethesda
To: Chief, Bureau of Medicine and Surgery (MED-54), 2300 E
Street, NW, Washington, DC 20372-5100
Via: Commanding Officer, Naval School of Health Sciences, San
Diego, CA

1. Course or Program: Research Technician Training.

2. Change Number: 97-001.

<u>Unit Numbers</u>	<u>Lesson Topic Numbers</u>	<u>Objective Numbers</u>
1.0	1.2	1.2.1 - 1.2.3

4. Proposed change (including description, justification, and references supporting the change).

5. Change the standard for enabling objectives 1.2.1 through 1.2.3 to "without error" vice 2 errors per page (corrected page attached).

6. Change was agreed upon during the Research Technician Multiple Site Conference, 15-18 April 1997.

Proposed by:

DSN: 888-8888
Date: 1 May 1997

HMCN R. L. CROSS, USN
Head, Research Technician Training

Educational review by:

DSN: 888-8888
Date: 2 May 1997

J. BROWN
Instructional Systems Specialist

Endorsed by:

DSN: 888-8887
Date: 2 May 1997

D. B. JONES, LCDR, MSC, USN
By direction

BUMEDINST 1553.3
14 May 97

SAMPLE REVIEW OF PROPOSED CHANGE FOR ASSOCIATED TRAINING SITES

From: Commanding Officer, Naval School of Health Sciences, San Diego
To: Chief, Bureau of Medicine and Surgery (MED-54), 2300 E Street, NW, Washington, DC 20372-5100

1. Course or Program: Research Technician Training.
2. Change Number: 97-001.
3.

<u>Unit Numbers</u>	<u>Lesson Topic Numbers</u>	<u>Objective Numbers</u>
1.0	1.2	1.2.1 - 1.2.3

Concur x Concur as modified below ____ Do not concur ____ (explain below)

4. Remarks:

Copy to: NSHS Bethesda

Technical review by:

DSN: 777-7777
Date: 12 May 1997

HMCM D. EVERETT, USN
Head, Research Technician Training

Educational review by:

DSN: 777-7778
Date: 13 May 1997

M. GOODBODY
Instructional Systems Specialist

Endorsed by:

DSN: 777-7776
Date: 13 May 1997

C. E. DAY, CDR, NC, USN
By direction

BUMEDINST 1553.3
14 May 97

SAMPLE REVIEW AND APPROVAL OF PROPOSED CHANGE

From: Chief, Bureau of Medicine and Surgery
To: Commanding Officer, Naval School of Health Sciences,
Bethesda, MD 20889-5611

1. Course or Program: Research Technician Training.

2. Change Number: 97-001.

3. Unit Numbers Lesson Topic Numbers Objective Numbers

1.0

1.2

1.2.1 - 1.2.3

Approved: x Approved as Disapproved
 modified below (explain below)

4. Remarks:

Copy to: NSHS San Diego

Reviewed by:

DSN: 555-5555
Date: 30 April 1997

HMCS J. DOE, USN
Training Program Manager

Endorsed by:

DSN: 555-5554
Date: 30 April 1997

CDR B. JENSEN, MSC, USN
By direction